THE MIRAMAR COLLEGE

CLASSIFIED SENATE
ELECTIONS PROCEDURE

**STATEMENT OF PURPOSE AND PROCEDURES**

* Per the Miramar Classified Senate Constitution and Bylaws, the election of Executive Officers and Senators shall be overseen by the Elections Committee.
* The role of the Elections Committee is to ensure an effective, timely, fair, and impartial elections process.
* The Elections Committee will maintain confidentiality and keep all sensitive voter and candidate information secure both during and after the elections process.
* Elections will be held via electronic ballots. Votes will be anonymized to the greatest extent possible.
* Election Committee membership cannot overlap with candidacy for either Executive or Senator positions. If a Committee member is nominated for office, they must either decline the nomination or remove themselves from the Election Committee before accepting.

**TIMELINE**

* Executive and Senator elections shall be held according to the following rotating schedule (see section 3.2.A.2 of the Miramar Classified Senate Constitution for senator designated areas):
	+ Even Years: President, Treasurer, Senators from Areas  A, C, E, G, I, K, and two Senator at Large positions.
		- Area A: Campus Police/Parking, Facilities
		- Area C: Dean’s Office Personnel, Dept. Senior Secretary’s
		- Area E: Accounting, Admissions, Counseling, Dean-Student Affairs, DSPS, Evaluation, Veteran’s Affairs
		- Area G: Liberal Arts, Math, Natural Sciences, Biological Sciences, Physical Sciences
		- Area I: Assessment, Testing, Outreach, Health Center
		- Area K: Hourglass Operations, Athletics
	+ Odd Years: Vice President, Secretary, Senators from Areas B, D, F, H, J, and one Senator at Large position.
		- Area B: Business Office, Receiving, Reprographics, VPI, VPSS, President’s Office, Public Relations
		- Area D: Bookstore & Cafeteria
		- Area F: Career/Transfer Center, EOPS, Financial Aid, Job Placement, Matriculation
		- Area H: ILC, Library, Web Design, ASC, Audio Visual, Instructional Computing, Admin. Computing
		- Area J: Aviation, Auto Tech, Diesel, Child Development, EMGM, Fire Technology

* During the March Classified Senate meeting: The Elections Committee will be appointed in accordance with section 10.7.a of the Miramar Classified Senate Bylaws.
* First full week of April: The Election Committee will call for nominations.
* Second full week of April: The Election Committee will begin to confirm the eligibility, availability, and willingness of the nominees. Verification of candidates will conclude by the last working Monday in the month of April. Once confirmed, the committee will prepare the ballots and the chosen system(s) for voting.
* First full week of May: Elections take place.
* Third week of May: Results will be tabulated and winners announced no later than the end of this week.
* July 1: New Executive Officers and Senators take office.

**QUESTIONS AND CONCERNS**

* To maintain the integrity of the elections process, any questions or concerns about the candidates, procedures, voting process, or results should be directed to the Elections Committee **only**.